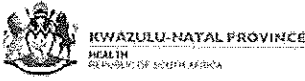


SharePoint

Thusi Claudia Sindisiwe ▾ ?



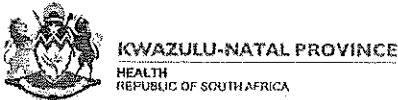
KZN HEALTH

### KZN Health Intranet

HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

#### AdvertQuote



### Quotation Advert

Opening Date:

Closing Date:

Closing Time:

#### INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required:

Date Submitted:

#### ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

Quantity (if supplies):

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

#### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Email:

Contact Number:

Finance Manager Name:

Mr. T Ashby

Finance Manager Signature:



No late quotes will be considered

Print this page



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER ..... DATE.....  
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	02	Repair two (02) air conditioners at uMzimkhulu MLM				
		NB:Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box or email to quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the quote may be directed to: Contact Person: Sindisiwe Thusi ..... Tel: 033-815 8392 .....	Enquiries regarding technical information may be directed to: Contact Person: Mxolisi Myeza ..... Tel: 033 940 2518 .....
--	--

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....   | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ):..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. If so, furnish the following particulars:  
 Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed:.....  
 Position occupied in the state institution: ..... Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

2.12.1. If so, furnish particulars:.....

**3. Full details of directors / trustees / members / shareholders.**

NB: The Department Of Health will validate **details of directors / trustees / members / shareholders** on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the **information** on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of bidder	Signature	Position	Date
----------------	-----------	----------	------

"State" means –

- |   |   |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces; or |
|   | e) Parliament.  |

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
  - (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

4. SAMPLES

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  will not take place
- (ii) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ Place: \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: ..... Signature: ..... Date: .....
--------------------	--

## 6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, *it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.*
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, *the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.*

## 9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

## 10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 11. PENALTIES

- 11.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

## 12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

**FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS.....  
.....  
.....

UMzimkhulu Medico Legal Mortuary

**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

QUOTATION NUMBER: \_\_\_\_\_

REQUIRED CIDB GRADING: 1ME or above

FACILITY NAME: UMZIMKHULU MEDICO LEGAL MORTUARY

PROJECT DESCRIPTION: URGENT REPAIRS OF TWO (2) SPLIT UNITS AIR  
CONDITIONERS

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**UMZIMKHULU MEDICO LEGAL MORTUARY**

**Project Leader: Mxolisi Myeza**

**Telephone No: 0339402518**

**Email: Mxolisi.myeza@kznhealth.gov.za**

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## UMzimkhulu Medico Legal Mortuary

The Service Provider is required to check these documents and drawings and the number of pages listed above which together form the Contract Agreement Document of the project. The Service Provider shall satisfy himself/herself that this document is complete in accordance with the above schedule and if any pages or drawings are found to be missing, or duplicated, shall immediately request rectification of the discrepancy. No liability will be admitted by the Employer in respect of errors in the Service providers quote due to the foregoing.

Attached are the following documents:

- SBD 4 : DECLARATION OF INTEREST  
 SBD 8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  
 SBD 9 : CERTIFICATION OF INDEPENDENT BID DETERMINATION  
 : COMPULSORY ENTERPRISE QUESTIONNAIRE

**Note :** The following documents are to be returned with the Quotation Document

Item	Description	Submitted Yes/No
1.	SBD 4: Declaration of Interest	
2.	SBD 8: Declaration of Bidder's Past Supply Chain Management Practices	
3.	SBD 9: Certification of Independent Bid Determination	
4.	Compulsory Enterprise Questionnaire	
5.	Authority to sign bid. A certified company resolution authorizing the person signing the bid to do so (required if there are more than two members/directors in the company)	
6.	Active CIDB Registration Certificate	
7.	Original Valid Tax Clearance Certificate	
8.	Certified Copy of Valid BBEE Certificate	
9.	Copy of CIPRO/CIPC Certificate	

### Technical Evaluation Returnables.

**NOTE:** Failing to submit any of the following will disqualify the bidder.

Item	Returnable	Returned (Yes/No) – to be filled in by contractor
10.	Copy of trade test for refrigeration mechanic	
11.	SAQCC Category B gas handling registration	
12.	Correctly filled specification / schedule of rates with calculations tallying.	

UMzimkhulu Medico Legal Mortuary

COMPULSORY OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

ZNB 1 FORM

**IMPORTANT**

THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID

COMPULSORY OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: UMzimkhulu Medico Legal Mortuary

Quote no.:

Service: Repairs to two (2) split unit air conditioners at Umzimkhulu MLM

Date: Not Applicable

Time: Not Applicable

Venue: UMzimkhulu Medico Legal Mortuary

Contact person: Mxolisi (033 940 2518 / 083 408 4933)

THIS IS TO CERTIFY (NAME)

\_\_\_\_\_

\_\_\_\_\_ VISITED AND INSPECTED THE  
SITE ON

\_\_\_\_\_ (DATE) AND IS THEREFORE FAMILIAR WITH  
THE

CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

\_\_\_\_\_  
SIGNATURE OF BIDDER OF AUTHORISED REPRESENTATIVE

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

DATE: \_\_\_\_\_

**PART 1 - INVITATION TO QUOTE AND QUOTATION CONDITIONS**

UMzimkhulu Medico Legal Mortuary

Enquiries : Mxolisi Myeza (033 940 2518)

**TO:** Various Service Providers

Dear Sir/Madam

**THE MINIMUM REQUIRED CIDB GRADING DESIGNATION IS 1ME or ABOVE**

1. We hereby invite you to quote for the above service, in accordance with the terms and conditions herein attached.
- 2.1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the quote number and the project description as stated above.
- 2.2. The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
- 2.3. Only the original quotation document duly signed and completed in its entirety, will be given consideration.
- 2.4. Suppliers quotations submissions are as per the advert requirements.
- 2.5. The total quotation amount shall be fixed for ninety (90) days from date of quotation.

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.



UMzimkhulu Medico Legal Mortuary

**3. THE QUOTATION SHALL BE FULLY DETAILED AS FOLLOWS:**

- 3.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
- 3.2 Labour hours, Unit Rate and Sub-Total
- 3.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
- 3.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
- 3.5 VAT and Grand Total
4. A compulsory site inspection will be held on [SEE ADVERT] at the UMzimkhulu MLM which shall be attended at the service providers own cost **OR** the service provider may inspect the site, if he/she wishes, by arrangement with the Head of the Institution or his/her authorized representative (Delete as applicable).
5. Kindly complete the attached document and return all pages as per paragraph 2.3 above, each page being initialed by the Service Providers authorized signatory.

Yours faithfully

**HEAD: DEPARTMENT OF HEALTH**

**PART 2 - QUOTATION FORM AND ALTERNATIVE QUOTES**

UMzimkhulu Medico Legal Mortuary

PART 2

QUOTATION FORM

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions as specified herein.

UMzimkhulu Medico Legal Mortuary – Repairs to two (2) split unit air conditioners

- A: Equipment and Material including mark-up and VAT R \_\_\_\_\_
- B. Labour, Traveling, Subsistence and Transport including VAT R \_\_\_\_\_
- C. Credit for redundant equipment including VAT (as detailed in the particular Specification -R ( \_\_\_\_\_ )
- A+B-C Fixed Price for the scope of the works quoted for, valid for 90 days from date of quotation. Including 14% VAT  
The offered total of the prices is R \_\_\_\_\_

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....calendar months) and is inclusive of all statutory holidays.

The service provider is:

NAME :.....

ADDRESS.....

TEL NO:.....

FAX NO.....

E-MAIL ADDRESS:.....

CIDB REGISTRATION NUMBER AND GRADE:.....

**Signed on behalf of the Service Provider:**

NAME:.....

POSITION:.....

SIGNATURE:.....DATE.....

**Signed on behalf of the Employer:**

NAME .....

POSITION.....

SIGNATURE.....DATE.....

**QUOTATION FORM**

**DEVIATIONS FROM SPECIFICATION**

If the Service Provider's main offer contains any deviations from the specification these deviations must be listed below:

Where no deviations from specification occur, the word "NIL" shall be entered under Deviation, and the page signed by the Contractor.

CLAUSE NO	DEVIATION

SERVICE PROVIDER'S AUTHORISED SIGNATURE FULL NAME AND ADDRESS OF FIRM

\_\_\_\_\_  
\_\_\_\_\_

NAME IN BLOCK LETTERS \_\_\_\_\_

DATE \_\_\_\_\_

**PART 3 - CONDITIONS OF CONTRACT**

These works shall be carried out in accordance with the Contract for Servicing, Repair, Maintenance, Upgrading and Replacement Works for fixed Mechanical Plant, Equipment And Installations installed in KwaZulu-Natal Provincial Hospitals, Clinics and Buildings

**PART 4 - TECHNICAL SPECIFICATION**

UMzimkhulu Medico Legal Mortuary

**TYPE OF SERVICE : SPLIT UNITS REPAIRS**  
**SCHEDULE FOR : REPAIRS – 2 x SPLIT UNITS (ONE IN RECEPTION AND OTHER IN OFFICE OPPOSITE FACILITY MANAGER'S OFFICE)**  
**SCHEDULE FREQUENCY : ONCE OFF**

**FACILITY NAME: UMZIMKHULU MLM** Unity Ref No.:

**SERVICE PROVIDER:** ORDER No.:

PREVENTATIVE MAINTENANCE SERVICE		DEFECTS NOTED DURING SERVICING FOR FUTURE OR URGENT ATTENTION:		QTY REQ
ITEM	INSTRUCTION LIST: SERVICE, REPAIR, ADJUST, CLEAN AS REQUIRED	CONDITION BEFORE SERVICE	NATURE OF WORK AFTER SERVICE	
	<ul style="list-style-type: none"> <li>o Repair the 2 x air conditioners</li> <li>o Isolate air conditioner, lock out, and test for power.</li> <li>o Remove filters and wash with water.</li> <li>o Wash grilles.</li> <li>o Wash evaporator and cover with water.</li> <li>o Check drainage tray for blockages</li> <li>o Blow out drain pipe</li> <li>o Ensure that the evaporator fins are clear of dirt and clean fins if necessary</li> <li>o Inspect fan motor and blades</li> <li>o Inspect PC Board (circuit board)</li> <li>o Inspect refrigerant piping insulation and condensate pump</li> <li>o Check all electrical devices and connections and correct if necessary</li> <li>o De-isolate.</li> <li>o Check operation and condition of unit.</li> <li>o Record supply and return air temperatures (off coil / on coil)</li> <li>o Check operation of thermostat (controller)</li> <li>o Check and record suction and discharge pressures of refrigerants (LP/HP)</li> <li>o Remove fan guard and check alignment and correct if necessary to get free rotation</li> <li>o Check operation of an expansion valves. Correct, repair or replace if necessary</li> <li>o Test condensate pump and remove any foreign particles.</li> <li>o Check that all bolts and screws are properly secured on fans and compressor</li> <li>o Inspect HP and LP switches and replace if necessary and check operation of the switches</li> <li>o Check correct operation of LCD screen</li> <li>o Test cooling and heating operation</li> </ul>			

UMzimkhulu Medico Legal Mortuary

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- Report any defects to supervisor signing job card.
- Isolate air conditioner, lock out, and test for power.
- Open unit, wash evaporator coils and drain pan with air conditioner cleaner.
- Wash filters and cover with water.
- Brush out evaporator fan blower.
- Reassemble unit
- Wash out condenser unit with air conditioner cleaner and rinse with water.
- Test run and check gas. Top up as required.
- De-isolate.
- Check electrical connection and condition of unit.
- Report any defects to supervisor signing job card.
- Obtain signature for job card
- Provide servicing report with all required parameters/information
- Obtain signature for job card



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<b>I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT</b>										<b>OFFICIAL STAMP:</b>	
<b>NAME OF SERVICEMAN (BLOCK LETTERS):</b>								<b>SIGNATURE:</b>			
<b>NAME/S OF ASSISTANT/S: SEMI SKILLED:</b>											
<b>NAME/S OF ASSISTANT/S: UNSKILLED:</b>											
<b>COMPANY NAME (BLOCK LETTERS):</b>										<b>NAME OF RESPONSIBLE OFFICIAL ON</b>	
<b>TIME IN:</b>		<b>TIME ON</b>		<b>DATE:</b>		<b>SITE:</b>					
<b>OUT:</b>		<b>SITE:</b>									
<b>FROM:</b>		<b>TO:</b>		<b>KM:</b>		<b>TO:</b>		<b>KM:</b>		<b>SIGNATURE:</b>	
								<b>TOTAL</b>			
								<b>KM:</b>			

**PART 5 - PARTICULAR SPECIFICATION**

(INSERT PARTICULAR SPECIFICATION OF THE SITE, PROJECT INFORMATION, MATERIALS, EQUIPMENT ETC. HERE)

**5. PARTICULAR SPECIFICATION**

**5.1 SPECIFICATIONS**

5.1.1 This particular specification shall be read in conjunction with all other sections of the Specifications and cognizance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

**5.1.2 GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).

The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 as amended and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

The work shall at all times, for the duration of the contract, be carried out under supervision of a skilled and competent representative of the Service Provider, who will be able and authorized to receive and carry out instructions on behalf of the of the Service Provider. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.

The complete installation shall be maintained as specified in this particular specification after acceptance in writing by the Department of Health.

The complete installation must be guaranteed against defective parts and workmanship for the period specified after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their bid. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

## UMzimkhulu Medico Legal Mortuary

### 5.2 THE SITE

#### 5.2.1 UMzimkhulu Medico Legal Mortuary

### 5.3 SCOPE OF WORK

#### 5.3.1 Repairs to two (2) split unit air conditioners

### 5.4 CONTRACT PERIOD

#### 5.4.1 Five (5) days.

### 5.5 DESCRIPTION OF THE WORKS

#### 5.5.1 Equipment

2 x split unit air conditioning units

#### 5.5.2 Quoted Service Price

The quoted service price shall be inclusive of all, materials, labour, consumables, corrosion treatment, lubricants, filters, supervision, administration, overhead costs, insurance, profit, printing of service schedules, travel, transport, attendance at (enter number) site meetings etc.

#### 5.5.3 Service Schedules

##### 5.5.3.1 Servicing shall be carried out in accordance with the following standard service schedule (see page 12)

#### 5.5.4 Service Program

The service program is for : Repairs of 2 x split units

#### 5.5.5 Program of Works

The successful tenderer shall confirm his/her program of works to the Department's Representative seven (7) days prior to commencing each planned service.

#### 5.5.6 Access to Site

Access for servicing shall be by arrangement with the official in charge on site.

No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained. In particular the service provider shall ensure that plant room keys are available.

#### 5.5.7 Commencement of Work and Official Order

Work shall only commence on receipt, by the service provider, of an official order.

#### 5.5.8 Ad-Hoc Repairs

A provisional sum has been provided, in the schedule of prices, for ad-hoc repair work, which may be required from time to time, within the contract period. No work for which the provisional sum is provided may be carried out without the prior written instruction of the Department's Representative.

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All ad-hoc work shall be carried out on a proven cost and time basis and in accordance with the contract rates.

### 5.5.9 Response to Breakdowns

The service provider shall guarantee a response time to breakdowns as follows:

- Response : Not Applicable

### 5.5.10 Health and Safety Requirements

It is required that a project specific Health and Safety Plan, for the work to be executed under this project, shall be submitted for approval, by the Department's Representative, before any work commences. (Not Applicable)

### 5.5.11 Plant Shut Down

Prior approval shall be obtained from the responsible official on site for the shut down of any plant for service and repair work.

### 5.5.12 Notice of Testing and Commissioning

The Department's Representative: works shall receive not less than one weeks advance notice of any tests requiring to be witnessed by him/her.

### 5.5.13 Familiarization with the Site

Tenderers are required to familiarize themselves with the site.

Claims on the grounds of lack of acknowledge, in such respect, or otherwise, will not be entertained.

### 5.5.14 Co-Ordination

The contractor shall co-ordinate the works in liaison with the Department's Representative.

### 5.5.15 Disruptions on Site

The minimum of disruption to the functioning of the site facilities is required.

### 5.5.16 Cleanliness on Site

Due diligence is to be exercised, at all times, in respect of cleanliness in the work area.

5.5.17 Guarantee Period

- a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of six (6) months from the date of acceptance of the Works.
- b) The Service Provider shall unconditionally guarantee all new, replacement or additional equipment, and installations (inclusive of all electrical components) for a minimum period of twelve (12) months from the date of the First Delivery Certificate.
- c) The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his/her Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his/her own cost. This guarantee shall include malfunction, and water exhaust, oil, or air leaks etc. and adjustments.
- d) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.
- e) If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider, by another service provider whom the employer deems to be proficient in the work, without prejudice to any rights the employer has against the defaulting service provider. The Employer will give written notice to the service provider of such instances where he/she appoints another Service Provider to remedy defects in the Works.

**PART 6 - SCHEDULE OF EQUIPMENT**

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The Schedule of equipment offered shall be fully completed by the Tenderer.

- Repair 10000BTU split unit air conditioner
- Repair 6000BTU split unit air conditioner

See attached images to confirm compressor sizes with OEMs.

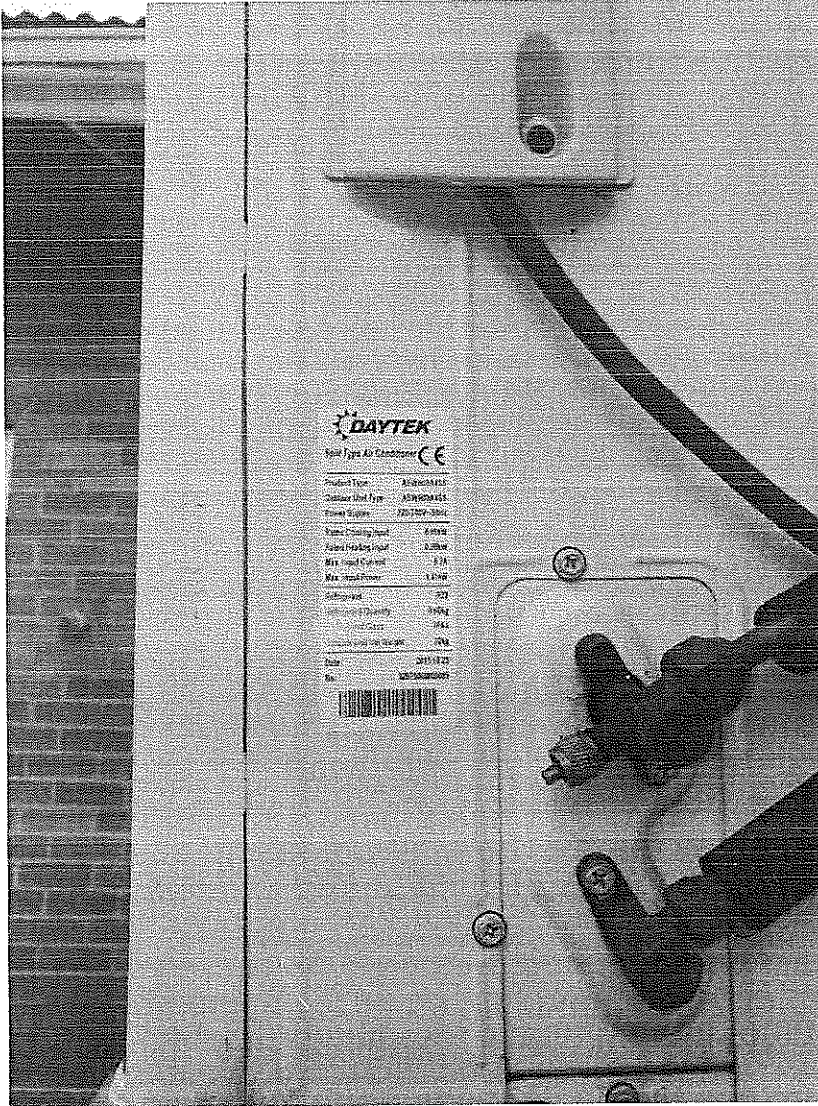


Figure 1: Airconditioner 1 (office)



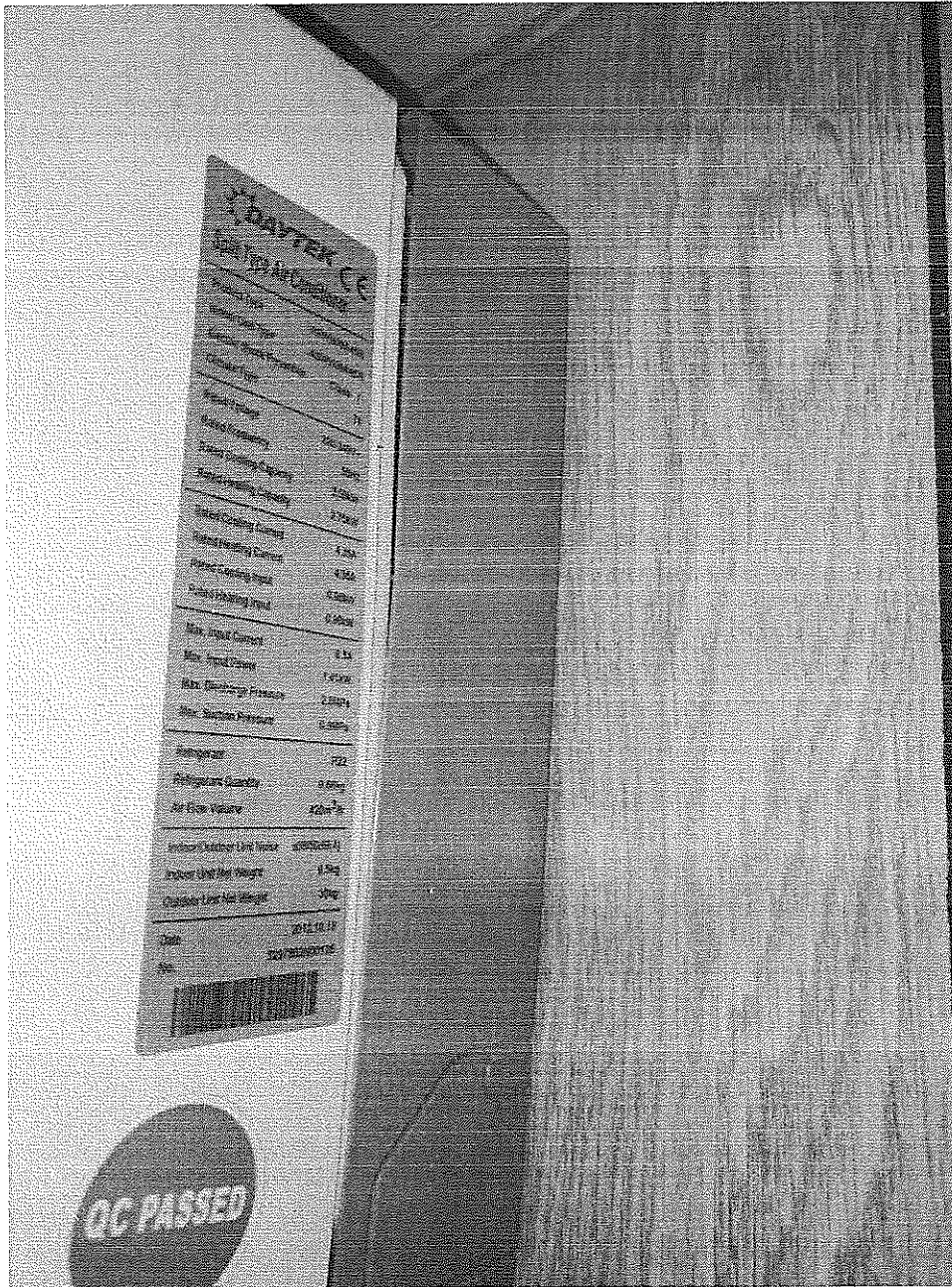


Figure 2: Airconditioner 2 (Reception area)

**PART 7 - SCHEDULE OF PRICES**

**PREAMBLE TO THE SCHEDULE OF PRICES**

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the addition of VAT.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
8. The Schedule of Prices shall be completed and signed in black ink. Corrections must be done by deleting, re-writing and initialing next to the amendment.
9. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.
10. The scope of work carried out will be re-measured at completion and the final cost of the works will be adjusted accordingly.

**SCHEDULE OF PRICES - SUMMARY A**

**EQUIPMENT AND MATERIAL**

ITEM NO	DESCRIPTION	BOUGHT OUT	PROPRIETARY	SUB-CONTRACT
	Replace 2 compressors with like for like (service provider to confirm sizes with OEM since serial numbers are provided on Figure 1 and 2)	R	R	R
	Regas the 2 air conditioners	R	R	R
	Replace 2 condenser fans with like for like.	R	R	R
	Test system for leaks.	R	R	R
	Other consumables	R	R	R
<b>SUB TOTAL</b>		R	R	R
ADD MARK-UP				
BOUGHT OUT EQUIPMENT				
.....%(From R0.00- R299 999.99) (Maximum 20%)		R		
.....%(From R 300 000.00-R500 000.00) (Maximum 15%)		R		
NO MARK-UP ON PROPRIETARY EQUIPMENT			R	
ADD MARK-UP FOR SUB-CONTRACT WORK .....% (Maximum 15 %)				R
<b>SUB TOTALS</b>		R	R	R

**TOTAL**

(Bought out + Proprietary + Sub Contract) R.....

**ADD 15% VAT**

R.....

**GRAND TOTAL**

R.....

(to be carried forward to Item A on Quotation Form)

(To be carried forward to Summary B (Labour, Subsistence, Travel and Transport))

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**SCHEDULE OF PRICES - SUMMARY B**

**LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT – NOTE**

<b>7.8.1 LABOUR</b>	<b>TOTAL HOURS</b>	<b>RATE/HR</b>	<b>AMOUNT</b>
a) Artisan	8	R.....	.....
b) Unskilled	8	R...../hr	.....
<b>7.8.2 SUBSISTENCE</b>	<b>TOTAL DAYS</b>	<b>RATE</b>	
a) Artisan	1	R /day	.....
b) Unskilled	1	R /day	.....
<b>7.8.3 TRAVEL</b>	<b>TOTAL KM</b>	<b>RATE</b>	
7.8.3.1 From contractor's premises to site			
a) ..... trips			
@..... km per trip	.....	R...../km	.....

**SUB TOTAL (SUM OF A and B)**

R \_\_\_\_\_

**ADD 15% VAT**

R \_\_\_\_\_

**GRAND TOTAL (Including VAT)**

R \_\_\_\_\_

Labour, subsistence, travel, transport and material

(Carried forward to price page on the quotation form)

**PART 8 - DRAWINGS**

**PART 8 DRAWINGS**

8.1. When applicable Service Providers will be issued with copies of drawings and specifications at the time of site handover and such documentation must be available on site during the construction period.

**a) SCALE**

All dimensions are to be checked on site the Service Provider.

**b) INTERPRETATION OF DRAWINGS, ETC.**

Should it occur that any part or parts of the Drawings or Specification not be clearly intelligible to the Service Provider, or that the materials or articles to be used in the execution of the works be considered insufficiently described, it is to be clearly understood that the Department's Representative shall be requested, in writing, to make clear, also in writing, his/her requirements, failing which the Service Provider shall be liable to make, at his/her own expense, any alterations or substitutions rendered necessary through incorrect interpretations of such Drawings and Specifications.

**c) DETAILS**

At the commencement of the Works the Service Provider will be expected to study the drawings supplied and to advise the Department's Representative in writing of any further details he/she requires for the accurate interpretation of the drawings. If, during the course of the Contract, he/she finds that he/she requires further details he/she must apply for these in writing two (2) weeks before he/she reaches that particular stage of work affected. Failing this, he/she cannot claim delay through lack of details.

Upon receipt of a detail drawing for any work, the Service Provider shall, before putting that work in hand, ascertain that the dimensions given on the detail drawing correspond with the dimensions of any work already built which govern the size of the work for which the detail drawing is given. In the event of any detail drawings not agreeing with the work already built the drawing shall be at once be returned for alteration, as no claim for extra work will be entertained in this respect.

8.2 The following drawing/s shall be read in conjunction with, and shall form part of, this specification:

NO DRAWINGS AVAILABLE

(List drawing numbers and drawing descriptions applicable to the project here. These applicable drawings must form part of the quotation document)

**PART 9 - SERVICE SCHEDULES**

**Include here the service schedules which are relevant to this project and the service program  
– NONE.**